

Wakefield Elementary School  
PTA Board Meeting Minutes

Date: May 15, 2018

Time: 4:30pm

Meeting called by: WES PTA

Type of Meeting: Standard

Facilitator: Michelle Tomlinson

Timekeeper: Michelle Tomlinson

Minutes: Jenni Ellinger

Location: WES Media Center

Attendees: Jenni Ellinger, Caroline Kohls, Rosemary Clark, Michelle Tomlinson, Cynthia Keech, Rosemary Ros, Brandy Strausbaugh, Kari Patton-Motluck, Cathy Harms, Kelli Fontenot, Jackie Williams-Hunter, Julie Raftery, Shelly Rotosky

Absentees: Jamie Graham, Erin Burgart

- I. Call to order at 4:30 pm by Michelle Tomlinson
- II. Review April Minutes - Jenni Ellinger
  - A. A motion was made to accept the minutes from April Board Meeting. Minutes approved.
- III. Treasurer Report - Jamie Graham (absent)
- IV. President - Michelle Tomlinson
  - A. 2018/2019 Board Member Nominees
    1. President - Michelle Tomlinson
    2. Treasurer - Kari Motluck
    3. Secretary - Kristen O'Janpa
    4. VP Membership - Shelly Rotosky
    5. VP Events - Brandy Strausbaugh
    6. VP Fundraising - Jackie Williams
    7. VP Services & Cultural Arts - Jenni Ellinger
    8. VP Communications - Tonya Felmly
    9. VP Grant Writing - Cathy Harms
    10. Teacher Representative - Caroline Kohls
    11. Teacher Representative - Kelli Fontenot
    12. Principal - Cindy Keech
  - B. Volunteer Project for Disney - 20 tickets awarded, to be auctioned at EWE
  - C. Evening with the Eagles (EWE) - Date set for Nov 9, in need of donations (deadline mid-October)
  - D. Last Day Pep Rally - Friday, June 8 (after school), volunteers should arrive by 3:15 to avoid carpool line
  - E. Training/handoff day - Saturday, June 9
  - F. Teacher Appreciation update - Successful week, Shana Lentz obtained many donations
  - G. Advocacy - no school May 16 due to teacher rally, live SUG for rides, snacks, drinks

- H. Unification - common calendar needs to be cross referenced when scheduling events in order to avoid conflicts with Wakefield Middle & High. Mrs. Keech, Mr. Dolan, & Mrs. Merrin have access to the calendar.
- I. Garden Club - Jodi Riedel leading 60 kids per week, help is needed on Thursday, May 17
- J. Grant - Motion to go over budget and approve grant of \$300 to Mr. McFarland for printer for 5th grade that is compatible with Chromebooks. Seconded by Cathy Harms. Approved.
- K. Retirement celebration on May 24 for Cynthia Wagoner, Loren Riggelman, & Mary Jo Basile
- L. Boosterthon team has donated 4 travel mugs to PTA
- V. VP Events - Brandy Strausbaugh, Jackie Williams-Hunter
  - A. 5th Grade Celebration -
    1. Cake, DJ, pelican ice, pizza, popcorn, & decorations
    2. 5th grade artwork will be on display in the hallway
- VI. VP Fundraising - Rosemary Ros
  - A. Book Fair update -
    1. \$9432 total sales (will get 10% return) including \$2160 sold during Spring Carnival
    2. ewallet accounted for 18% of credit card sales
    3. BOGO sale will occur at same time next year, will get 15% return on sales for 2018/19 BOGO book fair plus staff will get \$5 scholastic dollars
    4. Fall book fair is December 7-14, theme is 'Enchanted Forest'
  - B. Remaining yearbooks are for sale for \$25
  - C. Newsletter - will minimize sponsor ad space on final newsletter to allow for more content
  - D. Community Partners - proposed revision to 6 month sponsorship details
- VII. VP Student Services/Cultural Arts - Cathy Harms
  - A. Leni Newell update - banners have been installed
  - B. Playground Improvement - will begin research over summer
  - C. 2018/19 Author visit - possible visit from Jean Claude Bemis
- VIII. VP Membership - Shelly Rotosky
  - A. 7 new memberships for 2018/19 school year
  - B. Chick-fil-A prize drawings
    1. Member - Michelle Tomlinson
    2. Volunteer - Tonya Felmly
    3. Teacher - Sonja Hodges
  - C. Will need Square from Jamie for Kindergarten Orientation night
- IX. VP Communications - Erin Burgart (absent)
- X. Teacher's Report - Caroline Kohls, Rosemary Clark
  - A. Teacher Appreciation Week was appreciated!
- XI. Principal's Report - Cynthia Keech

- A. 5th Grade Celebration - blue and white balls and Strawbridge folders have arrived
  - B. EOG Pep Rally - May 25, 10-11 am for 3rd - 5th grade
  - C. Currently no Lead Secretary in office
- XII. Volunteer Meeting (5:30-6:30) - Julie Raftery
- A. Thank you to over 100 volunteers for the 2017/18 school year
  - B. Volunteer of the Year announced - Kari Patton-Motluck
  - C. Special Recognition
    - 1. Rosemary Ros - 6 years served on WES PTA Board
    - 2. Tony Morano - classroom, carpool, etc.
    - 3. Tonya Felmy - willing to help anywhere and sign up for anything
    - 4. Shana Lentz - teacher appreciation
    - 5. Jackie Williams-Hunter - Family Dance, 5th grade celebration, etc.
    - 6. Katie Percy - Box Tops, Book Fair, etc.
    - 7. Stephanie Schmitt - School Store
    - 8. Michelle Tomlinson - Leadership
  - D. 2017/18 Board Members recognized and thanked by Michelle Tomlinson
  - E. Vote to approve 2018/2019 WES PTA Board Nominees. Approved.
- XIII. Meeting adjourned at 6:23 by Michelle Tomlinson